

Torrance Community Television
REQUEST FOR TOUR FORM



Date/Time Stamp

Tours of TCtv facilities may be requested by clubs, institutions or organizations. Requests for tours should be made a minimum of two (2) weeks in advance. Tours will not be conducted without prior notification.

Tours will be conducted during the hours of 9:00 a.m. to 3:00 p.m. on weekdays and will be approximately 45 minutes in duration. Special arrangements for weekday evening tours may be requested by contacting TCtv by telephone or in writing.

For safety reasons, tours will be limited to thirty (30) persons. One adult is required for every 10 children. Adult members of the tour group will be responsible to supervise minors.

TCtv may temporarily discontinue the scheduling of tours as necessary depending on the level of use of the studio for program production.

Date:

Person Requesting:

Email:

Organization:

Address:

Phone:

Fax:

Person Attending:

Email:

Phone:

Website:

No. Minors:

No. Adults:

Special Needs:

Comments:

Date/Time Requested

1st Choice: / / : am/pm

2nd Choice: / / : am/pm

3rd Choice: / / : am/pm

EMAIL THIS FORM TO TCtv@TorranceCA.Gov

OFFICE USE ONLY

Coordinator: _____

Date: ____/____/____

Manager: _____

Date: ____/____/____